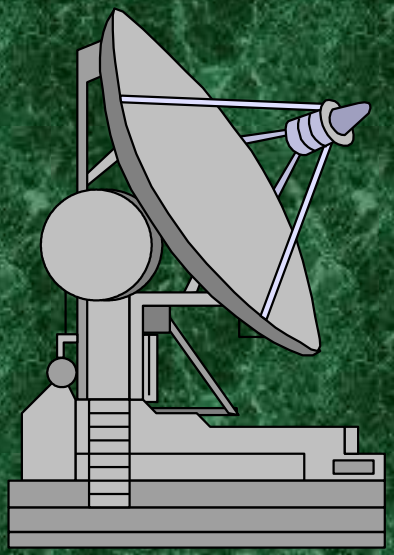
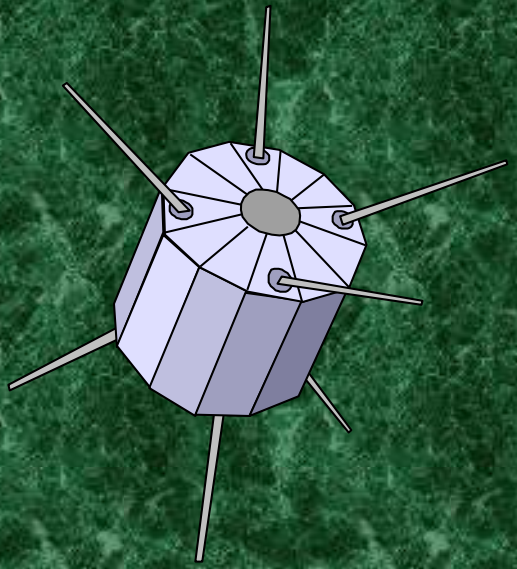




MCTFS / UD / CICS / MIPS

REF: MCO P1080.40B

PERSONNEL REPORTING INSTRUCTIONS MANUAL (PRIM)

EDUCATIONAL OBJECTIVES

1. Marine Corps Total Forces System (MCTFS)
2. The Unit Diary (UD) System
3. The Customer Information Control System (CICS)
4. The Marine Integrated Personnel System (MIPS)

1. MARINE CORPS TOTAL FORCE SYSTEM (MCTFS)…

- The MCTFS is the single, ntegrated, personnel and pay system supporting both Active and Reserve components of the Marine Corps.
- It also supports personnel management for all retired Marines.

MARINE CORPS TOTAL FORCE SYSTEM (MCTFS)

…

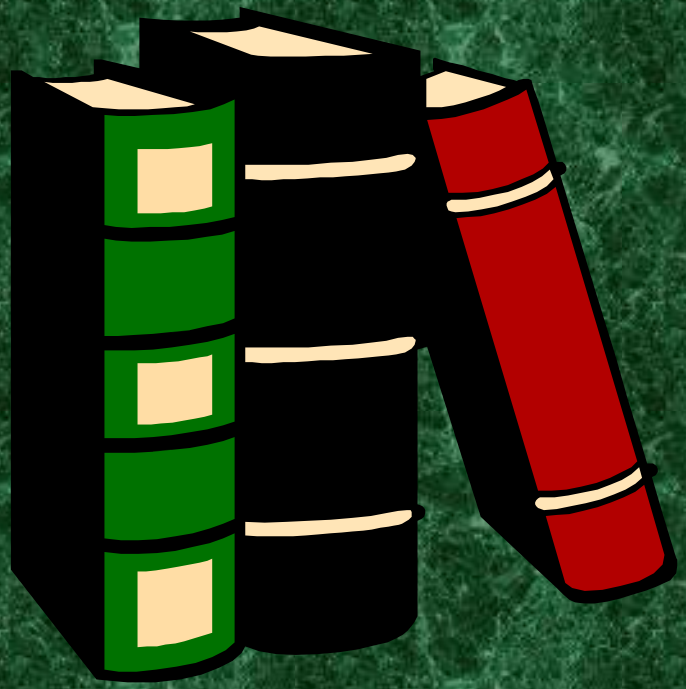
The MCTFS maintains more than 500,000 Active, Reserve and Retiree records that are available to be processed for pay purposes, personnel management or for the production of necessary management reports.

MARINE CORPS TOTAL FORCE SYSTEM (MCTFS) …

- The system provided for recording, processing, and maintaining of military personnel and pay data on a continuous basis within the Marine Corps.
- It provides information for pay, personnel administration, and manpower management.

MARINE CORPS TOTAL FORCE SYSTEM (MCTFS)

The MCTFS Codes Manual (MCO P1080.20 MCTFSCODESMAN) is the official authority for codes that will be reported in the MCTFS.



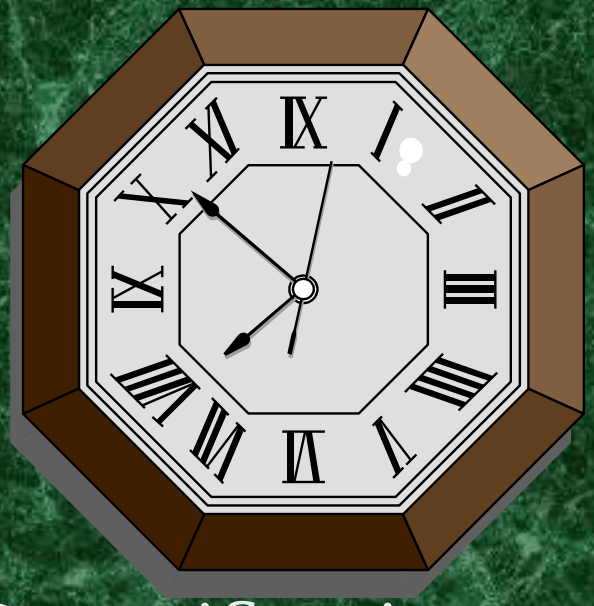
2. PURPOSE OF THE UNIT DIARY (UD)

- Provides the means to report information pertaining to Marines and units into the MCTFS.
- Serves as a permanent historical record of the unit in the Archives of the US.
- Serves as the principal document to substantiate pay status changes or critical personnel changes.

REQUIREMENTS FOR SUBMISSION OF UD'S

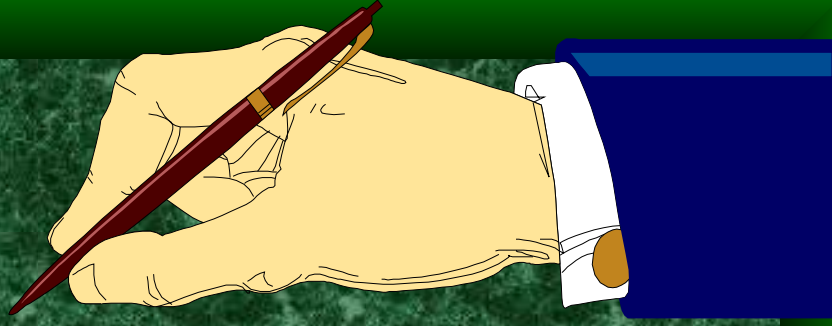
- A UD will be prepared and submitted to the MISSO or RJE site for each day on which known reportable items occur.
- Changes occurring on a non-workday should be reported on the UD prepared the next workday.
- For personnel reporting purposes, nothing will be reported as occurring at 2400. It will always be 2359 or 0001.

UD TIMELINESS



- 5 days from the date of occurrence to the date of UD certification.
- Transactions measured for timeliness are listed in Chapter 8, section 4 of the PRIM.
- RU commanders are encouraged to become familiar with them and strive to attain their expeditious UD input.

UNIT DIARY CERTIFICATION

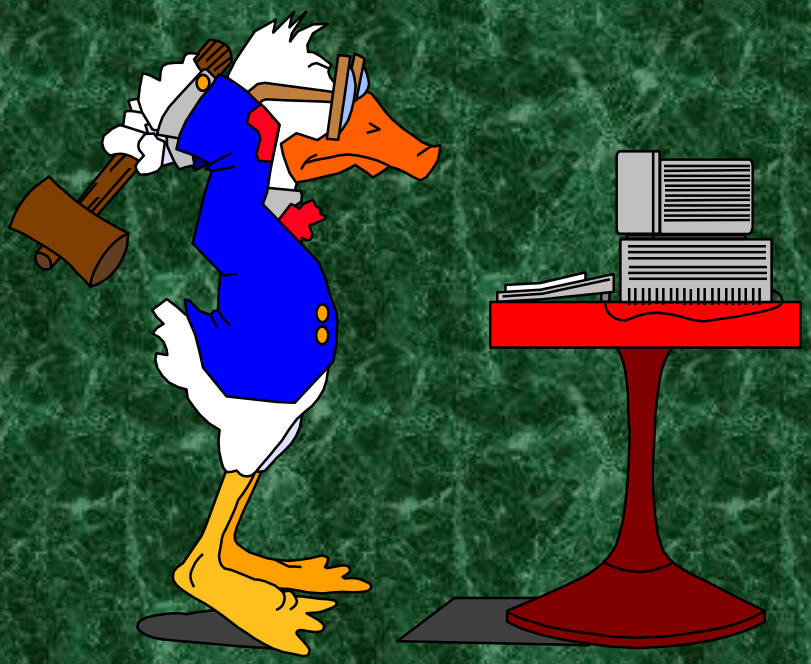


- UD’s will be certified by use of an electronic signature (ELSIG) by commissioned or warrant officers.
- When authorized by the CO or the OIC a subordinate officer or civilian employee (GS-7 and above) may certify the UD or
- CMC can authorize senior SNCO to certify.

UPDATE AND EXTRACT (U&E)

- The system updates itself twice a month, usually on the 5th and 20th.
- For an entitlement to credit on the 1st, it must have been run on the UD by the 20th of the prior month.
- For an entitlement to credit on the 15th, it must have been run on the UD by the 5th of the same month.

3. CUSTOMER INFO CONTROL SYSTEM (CICS)



- The CICS provides users with procedures to access and review MCTFS data on individual Marines.
- CICS is a menu driven process.

CICS CONTAINS THE FOLLOWING APPLICATIONS:

- Precomputation of Selective Reenlistment Bonus (SRB) on an individual Marine.
- On-Line Performance Evaluation Record (OLPERS) - Displays a listing of fitreps up to 30 Sep 98...
- MCTFS - Provides for the viewing of data elements on individual Marines.
- DEERS enrollment eligibility.
- TRS remarks summary - all pay related data.

...CICS CONTAINS THE FOLLOWING APPLICATIONS:

- UD retrieval system
- LES review...
- Bonds and Allotments review
- LES print in batches...
- Review of BAH rates
- Review of IATS (Tvl Info)

4. PURPOSE OF THE UD / MIPS

- Provides a deployable easy-to-use automated system for entering and retrieving data on permanent data on members of your command.
- Provides commands with approx 420 fields of information, including nine user defined fields for local training.

UD / MIPS USERS MANUAL

- Is intended to provide users of the UD/MIPS with the information necessary to use the system effectively.
- Describes the system, how to access it, prepare a unit dairy, retrieve and produce reports and to use the utility and file maintenance features.

BENEFITS

- A reliable means of reducing administration while increasing accuracy and productivity.
- An immediate source of personnel information.
- Locally produce training rosters.

“ARE THERE ANY QUESTIONS ?”